

**INDIVIDUAL PRACTICES OF JUDGE BARBARA S. JONES**  
**[Effective January 20, 2005]**

Unless otherwise ordered by Judge Jones, matters before Judge Jones shall be conducted in accordance with the following practices:

**1. Communications With Chambers**

**A. Letters.** Except as otherwise provided below, communications with Chambers shall be by letter, with copies simultaneously delivered to all counsel. All letters must provide the name of the case and its docket number, and must state the name of the party that counsel represents. Copies of correspondence between counsel shall **not** be sent to Chambers.

**B. Telephone Calls.** Telephone calls to Chambers are permitted only in emergency situations requiring immediate attention. For instructions, call 212-805-6185.

**C. Faxes.** Faxes to Chambers are permitted only if copies are also simultaneously faxed or delivered to all counsel. **Do not follow with hard copy.** The fax number is 212-805-6191.

**D. Requests for Adjournments or Extensions of Time.** Applications for adjournments and extensions of time must be made in writing and received in Chambers by either mail or fax at least forty-eight hours prior to the scheduled appearance. All such applications must state (1) the original date, (2) the number of previous requests, (3) whether those previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. **Failure to comply with these requirements will result in a denial of the request absent good cause shown.** If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling Order must be attached.

**E. Courtesy Copies of Papers.** One (1) non-electronic courtesy copy of the complaint and the answer shall be provided to Chambers **as soon as the originals are filed with the Clerk of Court** in the Cashier's Office (Room 120). Originals and copies should bear legends distinguishing between them.

## **2. Motions**

**A. Generally.** Pre-motion conferences are not required. For discovery motions, follow Local Civil Rule 37.2.

**B. Courtesy Copies of Motion Papers.** Judge Jones accepts courtesy copies of motion papers only when the motion has been fully submitted, i.e., after the moving papers, any answering papers, and the moving party's reply papers have been filed. Counsel for the moving party shall deliver one (1) courtesy copy of all such motion papers from the various parties to Chambers. Any courtesy copies of papers submitted separately will be discarded by Chambers. Parties are reminded that each party must file its respective papers with the Clerk of the Court as such papers are served.

**C. Oral Argument on Motions.** The Court will advise counsel if argument will be heard and, if so, of the argument date.

## **3. Pretrial Procedures**

**A. Joint Pretrial Orders in Civil Cases.** Unless otherwise ordered, within 30 days after the date for the completion of discovery in a civil case, the parties shall submit to the Court for its approval a joint pretrial order, which shall include the following:

**i.** The full caption of the action.

**ii.** The names, addresses (including firm names), and telephone and fax numbers of trial counsel.

**iii.** A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes relied upon and relevant facts as to citizenship and jurisdictional amount.

**iv.** A brief summary by each party of the claims and defenses that party has asserted which remain to be tried, without recital of evidentiary matter but including citations to all statutes relied on. Such summaries shall identify all claims and defenses previously asserted that are not to be tried.

**v.** A statement by each party as to whether the case is to be tried with or without a jury, and the number of trial days needed.

**vi.** A statement as to whether or not all parties have consented to trial of the case by a Magistrate Judge (without identifying which parties have or have not so consented).

**vii.** Any stipulations or agreed statements of fact or law that have been agreed to by all parties.

**viii.** A statement by each party as to the witnesses whose testimony is to be offered in its case in chief, indicating whether such witnesses will testify in person or by deposition.

**ix.** A designation by each party of deposition testimony to be offered in its case-in-chief, with any cross-designations and objections by any other party.

**x.** A list by each party of exhibits to be offered in its case-in-chief, with a star indicating exhibits to which any party objects on any ground.

**B. Filings Prior to Trial in Civil Cases.** Unless otherwise ordered, each party shall file, 15 days before the date of commencement of trial, if such a date has been fixed, or 30 days after the filing of the final pretrial order if no trial date has been fixed:

**i.** In jury cases, requests to charge and proposed voir dire questions. When feasible, proposed jury charges should also be submitted on a 3.5" diskette in Microsoft Word;

**ii.** In non-jury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element;

**iii.** In all cases, motions addressing any evidentiary or other issues that should be resolved in limine, with opposition papers filed within 7 days of those motions; and

**iv.** In any case where such party believes it would be useful, a pretrial memorandum.